

## Return from Leave of Absence without Pay

When an employee returns from a leave of absence without pay, the employee returns to a position in the same class as the position which the employee held at the time the leave was granted, or in another class in the same pay grade for which the employee meets the requirements. (K.A.R. 1-9-6(h))

If the employee terminates, return the employee from leave of absence before entering the termination. The effective date of the return must be at least one day before the date of termination if the terminating employee is to be paid out for leave balances. If not, you may use the same date for the return from leave and termination by using effective sequencing.

**How To:** Enter a Return from Leave of Absence without Pay for an employee.

**STEP 1:** Select the menu items in the following order: **Workforce Administration > Job Information > Job Data**

**Expected Results:** Job Data search page displays.

**STEP 2:** Enter the **Employee ID** in the EmplID field. Click 

**Expected Results:** Work Location page displays.

**STEP 3:** Click  to add a row.

**Expected Results:** A new Job Data row is added with the current date in the Effective Date field.

**STEP 4:** Change the **Effective Date** to the date of the Leave of Absence.


**Expected Results:** The field updates after tabbing out or clicking on another field.

**STEP 5:** Select **Return from Leave** from the drop down list in the Action field.

**Expected Results:** Leave of Absence displays in the Action field and the Reason field becomes blank. Payroll Status changes to Active.

**STEP 6:** Select the **Return from Leave** from the drop down list next to the Reason field.

**Expected Results:** Reason Code displays.

**STEP 7:** Click 

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<b>Expected Results:</b>
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